

Vendor's Guide to Doing Business with Salt Lake County

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Why we do what we do....

Our mission is to provide professional, efficient purchasing services and promote fair and open competition to attain the best value for the County.

What is Purchased?

The Contracts and Procurement Office assists all Salt Lake County Agencies to procure various goods and services.

As a regional government, the county agencies include a variety of public services not limited to:

- Parks and Recreation
- Center for the Arts
- Internal IT
- Construction
- Solid Waste Management
- Aging Services
- Public Works
- Animal Services
- Flood Control / Engineering
- Libraries

What we do

2020 Stats

- 131 Formal Solicitations advertised to the public
- 28 RFPs completed
- 1320 New Contracts processed
- 250 Purchase Orders completed
- \$14.6 mil spent on p-cards in 38,000+ transactions

Online Tools and Resources

<https://slco.org/contracts/suppliers/>

- Link to Current Bids
- Add your business to SLCo's list of small cost vendors (purchases under \$50,000)
- Vendor Guide
- Supplier Management Form
- Payment Plus Program
- FAQ

Procurement Methods

Small Purchases

County Agencies are authorized to make small purchases of less than \$10,000:

- Agencies obtain price quotations and directly make the purchase from the vendor
- Vendors may contact County Agencies to discuss the goods or services you offer

County Procurement Methods

- State Cooperative Contracts
- Request for Quotes – informal process for purchases (not exceeding \$50,000)
- RFB/ RFC (\$10,000 – up)
- Expedited RFP (\$10,000 - \$50,000)
- Full Committee RFP (Usually \$50,000 – up)
- Construction Bids over Formal Bid Limits (\$58,400 for Buildings and \$175,400 for Public Works)

Bidding System

Utah Public Procurement Place – U3P

- Salt Lake County Contracts and Procurement lists all formal bid notifications on the Utah Public Procurement Place (U3P) website <https://purchasing.utah.gov/for-vendors/>
- Instructions on how to register with U3P can be found in the County's Vendor Registration Guide: <https://slco.org/contracts/suppliers/> or the U3P Website listed above
- Please be sure to reference the appropriate Commodity Codes (NAICS Codes) as you register your business profile
 - NAICS Codes are the North American Industry Classification System of commodity codes
 - Selecting the Commodity Codes that best represent your business ensures you'll receive notification of relevant bid opportunities

Questions and Discussion
